

CHAPTER 67 (Revised 9/7/04)

ELECTION EQUIPMENT AND MATERIALS

Sections:

1. Election booths.
2. Furnishing instruction cards.
3. Ballots; printing; sample ballots.
4. Ballots; form.
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Section 1. Election booths.

The election supervisor shall provide booths at each polling place, with enough supplies and materials so each voter can mark his/her ballot in private. At least three of the four enclosed sides of each booth shall be placed within plain view of the judges and clerks, voters, and other persons at the polling place.

Section 2. Furnishing instruction cards.

The election supervisor shall prepare for each polling place instructions for posting informing voters on the following:

- A. How to obtain a ballot;
- B. How to mark a ballot;
- C. How to obtain additional information; and
- D. How to obtain a new ballot to replace any ballot destroyed or spoiled.

The election supervisor shall furnish enough instruction sheets to the election judges in each polling place to provide copies to voters on request.

Section 3. Ballots; printing; sample ballots.

In all city elections, the city clerk, as election supervisor, will be responsible for the printing of ballots. The ballots will be printed and in the possession of the city clerk at least five days before the date set for a general or special election and three days before the date set for a runoff election. There shall be at least ten ballots printed on colored paper, with the words "SAMPLE BALLOT" printed on them, to be posted in the clerk's office and other posting locations until election day and then given to the judges of each polling place.

Section 4. Ballots; form.

- A. The ballots shall state at the top whether the election is a regular, special, or runoff election.
- B. The ballots shall include instructions on how to mark the ballots.
- C. The ballots will be printed on plain white paper and numbered in consecutive order to assure simplicity and secrecy and to prevent fraud. The clerk shall assure that there are one-third more ballots printed and numbered than there are registered voters in the City of _____, in order to replace ballots that may be spoiled by voters and for voters who cast questioned ballots.

- D. A ballot shall show the list of candidates and issues to be decided at the election.
- E. Before the list of candidates there shall be printed the words "vote for not more than one", or in the case of an at large election such other number as is to be elected.
- F. Under the title of each office and before the printed names of the candidates, there shall be printed "Vote for one" or such other number as is to be elected to that office. The ballots shall list the office for which votes are cast. The name of each office shall be followed by the names of all candidates for that office, listed in a random order, and by blank lines for write-in candidates. In regular and special elections the number of blank lines provided for each office shall be equal to the number of persons who are to be elected to the office. No blank lines shall be provided for runoff elections.
- G. Print the names of each of the candidates in the same size capital letters on the appropriate line and print a square not less than one-quarter of an inch on the side next to the candidate's name.
- H. Print the names of candidates as they appear on the declaration of candidacy and nominating petitions filed with the city clerk. Omit any honorary or assumed title or prefix.
- I. Following the names of the offices and candidates place on the ballot any propositions and questions to be voted on, unless a separate ballot is required by law. Provision shall be made for marking the propositions or questions "Yes" or "No."
- J. Somewhere on the ballots, so as to be clearly visible, print the words:
 - 1. "OFFICIAL BALLOT":
 - 2. The date of the election; and
 - 3. An example of the signature of the clerk who had the ballots printed.

Section 5. Other materials.

At least 10 days before the day of the election, the clerk shall prepare the following materials:

- A. An updated Master Voter Registration List, containing the names, in alphabetical order, of all registered voters eligible to vote in the election;
- B. Either a blank register or space on the voter registration list in which the voters may print and sign their names and print their residence addresses, and in which the election official may note the number of the ballot issued to the voter;
- C. Tally sheets;
- D. A form for the Report of Preliminary Election Results;
- E. Envelopes bearing the Oath and Affidavit of Eligibility for questioned ballots;
- F. Two large envelopes for each polling place, one marked "Spoiled Ballots" and the other marked "Questioned Ballots";
- G. Copies of the Notice of Election and the city's election ordinances.